



OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

February 2, 2017

**MEMORANDUM FOR GROUP FEDERAL OFFICER, OFFICE OF THE SECRETARY OF THE
ARMY**

**SUBJECT: Advisory Committee on Arlington National Cemetery – Charter Amendment and
Membership Balance Plan Approval**

The amended charter and membership balance plan for the Advisory Committee on Arlington National Cemetery (“the Committee”) are approved. Copies of the Committee’s amended charter and membership balance plan will be provided to you and the Committee’s Designated Federal Officer (DFO) once I file the amended charter with the Defense Congressional Oversight committees, the Library of Congress, and the General Services Administration.

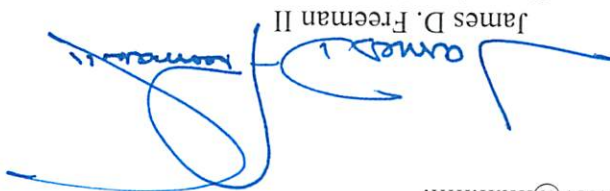
In consultation with the Office of the General Counsel of the Department of Defense, I have affirmed that all individuals appointed to the Committee, once approved according to Department of Defense (DoD) policies and procedures, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal of appointment according to DoD policies and procedures, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- (b) Each Committee member must be notified, in writing, of the appointment decision. Any questions pertaining to these letters of notification should be referred to me or to your General Counsel. At a minimum, the letters shall contain the following:
 - i. Notice that each individual’s appointment to serve on the Committee is without compensation, with the exception of reimbursement of official Committee-related travel and per diem
 - ii. A statement that each individual is appointed to serve as an SGE or RGE member, as appropriate.
 - iii. An explanation of the difference between serving as an SGE or representative member.
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

Based on the Secretary of Defense memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Committee functions and reduce, where appropriate, the Committee operating costs. As then-Secretary of Defense Panetta stated, “we must

continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change."

If you have questions about this DoD Program, the Federal governance and compliance requirements, the amended charter, or the membership balance plan, please contact me at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in blue ink, appearing to read "James D. Freeman II". The signature is stylized with a large, sweeping "J" and "F".

James D. Freeman II
Advisory Committee Management Officer